

CIVIL AIR PATROL
Headquarters
Maryland Wing
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MDWG Supplement 1
CAPR 35-5
3 February 2002

Personnel Procedures

CAP OFFICER AND NONCOMMISSIONED OFFICER APPOINTMENTS AND PROMOTIONS

CAPR 35-5, 4 Nov 01, is supplemented as follows:

8c. For promotions requiring wing or higher-level approval, the following documentation must be attached to the CAPF 2 when submitted to Wing:

(1) Added. All requests for promotions must include a copy of the CAP National Headquarters Personnel Database printout (located on the National CAP website) on the recommended individual. If certain requirements for the promotion are not reflected on the printout, the requestor must include documents demonstrating that the individual has met those requirements (for example, proof of completion of the appropriate level of the Senior Member Training Program, if not on the printout yet.).

(2) Added. Requests for special appointment promotions (in accordance with Section C) must include a memorandum from the unit commander documenting how the member is contributing his or her special skills to CAP and performing in a manner meriting promotion, as specified in paragraph 12e.

(3) Added. Requests for mission related

skills promotions (in accordance with Section D) must include a letter from the unit commander documenting how the member is contributing his or her special skills to CAP and performing in a manner meriting promotion, as specified in paragraph 21e.

10a. The Maryland Wing Promotion Board will consist of the Wing Personnel Officer, Vice Commander and Director of Professional Development (or, in their absence, the personnel acting in those capacities). The board will review all promotions and demotions requiring Wing Commander approval. The board will then make approval/disapproval recommendations to the Wing Commander.

(1) Added. The Vice Commander serves as the Board Chairperson, and will report the board's recommendations to the Wing Commander.

(2) The board may confer with other staff officers as needed when their expertise would assist in the recommendation process.

(3) Added. The board will meet at least monthly, as directed by the Chairperson.

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